



SREELAKSHMI J.

HR - GENERALIST

Proficient HR Professional with nearly 8 Years of relevant experience in different aspects of Human Resource Management. Consistent Performer, with planning, execution, monitoring and resource balancing skills and ability to handle multiple functions and activities in high pressure environments with tight deadline.

CONTACT

- +971589802211
- sreelekshmy92@gmail.com
- Dubai, UAE

SKILLS

- Operating Systems: MS Windows 9x, XP, Vista, Windows 7
- Microsoft Office: Well versed in Ms Excel, Ms word and Power Point
- Typing Skill: Passed Typewriting English- Lower

INTERESTS

- Art
- Travel
- Photography
- Social media
- Music
- Event management

EDUCATION

Bachelors in Business Administration
2010-2013

EXPERIENCE

BUSINESS DEVELOPMENT OFFICER/ HR EXECUTIVE

IMEP BUILDING MAINTENANCE AND CONTRACTING LLC
Dubai, UAE

01/2020 to Present

- Dealing the human resource, administration works and supporting to accounts and sales department
- Finding potential clients and coordination for new sales to organization
- Coordination and follow up with the clients during the sales activities
- Develop the business for the organization by analyzing and in coordination with the manager
- Checking and verifying the requirement of manpower in the organization in coordination with the manager and publishing the requirements through job portals
- Checking and shortlisting received applications as per necessary
- Conduct both telephonic and face to face interviews of the candidates and finalizing the suitable hiring
- Coordinating with the Public Relation Officer in visa processing
- Keeping record of all hired employees in both hard and soft copies
- Keeping track of all employees visa status and renew on time
- Keep track of employees vacation details
- Keep track of all employees presence at work and prepare payroll using Microsoft office application
- Prepare the salary files and disburse the salary in Wage Protection System through money exchange
- Applying necessary access permits to various authorities like JAFZA.
- Preparing invoices in coordination with the accounts manager
- Receiving, verifying, and making necessary payments for accounts payable in coordination with the accounts manager
- Generate various statement of accounts and timely follow up with clients
- Assisting the procurement team in preparing Local Purchase Orders
- Coordinating with the suppliers for ordering, delivery and payments in coordination with the procurement and accounts managers
- Keeping records of all vehicle documents and renewing the registration certificates and insurance on time
- Keeping track of all employees certificates of handling machineries and equipment's
- Keeping track of organization documents validity including trade license, insurances, ISO, Ejari etc.

HR GENERALIST

ZENITH INSULATION CONTG. CO. LLC
Dubai, UAE

11/2015 to 12/2019

- Strategize and initiate recruitment process end to end.
- Assist in job description validation for the various positions and co-ordinate with the respective business heads.
- Coordinating with the consultants, Manpower agencies & candidates to organize interviews.
- Constant follow up with the candidates till they are on board and also make sure that the rejected/ non shortlisted candidates are informed about the status
- End to End responsibility of on-boarding formalities for the selected candidates and co-ordinates with PRO.
- Preparation of employee MOL/Visa/Contract(Limited & Unlimited)/Emirates ID/Medical etc.
- Managing all related documentation and verification drive.
- Generating the Employee ID and issuing Bio-metric access & responsible for Employee Salary/ Bank Account/ Transfer Exchange.
- Responsible for the floating of Welcome Mails to the new joiner and to all employees.
- Creation of complete Employee Profile and carrying out the Employee Induction / Orientation Programme.
- Conducting session for new employees regarding the HR Policies & Basic UAE Laws.
- Responsible for Employee end to end query at a daily basis Salary issues & other requirements
- Addressing the problem to the concerned heads, to get an effective & early solution.
- Initiated help desk to solve employee issues and grievances.
- Preparation of timesheet card with working days and overtime hours.
- Preparation of necessary spread sheets for Salary Workings in WPS
- End to End Salary process
- Performance Appraisal done through the Paper based evaluation for those completed their probationary period
- Communication & Roll out of the appraisal report & issuing Increment Letters to promoted employees.

- Newly addition and deletion process with proper track.
- Claims /Endorsement follow-ups from the insurance company.
- Upgrade / downgrade process of sum insured
- Implementation of effective retention policies for employees for reducing of attrition rate.
- Implementing relevant HR Strategies and Policies with action plan both Short term and Long term after approval from all departmental heads and from GM and MD in the organization.
- Started the Employee/Buddy Referral Policy and Attendance Reward Policy for punctual employees.
- Utilize HR Analytics and Bio /Access card / Time sheet reports to provide data to Management.
- Providing reports as requested by management such as remuneration, leave, Overtime, absenteeism, workforce planning, leadership and management development.
- Preparation of Monthly report through MIS related to the Recruitment, Salary, Termination, Head count, Attrition, New Joiner & left employees.
- Maintaining entire employee database
- End to End Exit process, Cancellation of visa /labours ministry co-ordinates with PRO.
- Intimating the notice period days (time period)
- Initiating the abscond process those who abscond without any notice to UAE officials
- Initiating the Employee clearance to their respective Functional head /Departments for an approval.
- Full & Final settlement working Sheets (Leaves, Gratuity, Salary etc..) based on the Limited or unlimited contract.
- Conducting the Exit Interview
- Strong knowledge in UAE labour law (Wages, Leave Entitlement, Termination, working hours etc..)
- Ensuring the management and other employees to comply with laws

HR- EXECUTIVE

AIMFILL INTERNATIONAL
India

2013 TO 2015

- Preparing and issuing employment contracts to new employees.
- Making sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new students and staff
- Compiling the following data about employees: payroll – such as hours worked, taxes and also timesheets.
- Setting up and maintaining an employee's and students personnel files.
- Updating both manual and electronic personnel records when an employee's personal details change.
- Involved in the performance review of staff.
- Authorizing and issuing pay-slips.
- Finalizing paperwork for when a member of staff leaves employment.
- Researching an employee's references and academic qualifications.
- Assisting with the recruitment and selection process.
- Checking all records to ensure they conform to the requirements of the data protection act.
- Reading all correspondence including inquiry letters, job applications and CVs that are sent in.
- Screening telephone calls for the senior recruitment managers.
- Writing job adverts and posting them on newspaper and online job boards.
- Managing an employee's sickness records and paperwork.
- Attending exit interviews.
- Present when disciplinary hearings are held.
- Involved in the disciplinary and grievance procedure.
- Dealing with the administration for student's placements and apprentices.

PERSONAL INFORMATION

Date of Birth: 2nd July 1992
 Linguistic Abilities : English (Proficient), Hindi (Basic), Malayalam (Native)
 Gender : Female
 Marital Status : Single
 Current Location : Dubai
 Visa Status : Employment visa
 Notice Period : Available for immediate joining